

NOAA INTERNAL JOB OPPORTUNITY FOR NON-COMPETITIVE REASSIGNMENT

Reference Number: NMFS-SWFSC-2015-01NCR

Open Period: August 25 to September 01, 2015

Title, Series, Band/Grade: Acquisition Management Specialist, ZA-1101-3

Duty Station: La Jolla, California

Reimbursement of relocation expenses will be paid.

Who May Apply/Area of Consideration: Current NOAA employees at the (1) ZA/ZP Pay Band 3; or (2) GS-12 grade level; or (3) GS-11 grade level with promotion potential to the GS-12 grade level.

Security Level: Low Risk

Background: An opportunity is available to join the National Marine Fisheries Service (NMFS), Southwest Fisheries Science Center (SWFSC) in La Jolla, CA. The SWFSC conducts scientific research to support the management and conservation of domestic and international living marine resources. Established in 1964 to study the sardine and tuna fisheries of the U.S. west coast, the SWFSC provides scientific information to support fisheries management and the conservation of protected species in the California Current, throughout the Pacific Ocean and in the Southern Ocean off Antarctica.

Duties: This position will serve as Acquisition Management Specialist for the NMFS, SWFSC. The duties of this position include:

- Procurement of services, supplies, and equipment under the Federal Acquisition Regulations Simplified Acquisitions Procedures.
- Serves as delegated Procurement Authority (DPA) utilizing Simplified Acquisition Procedures with delegated authority up to \$150,000.
- Oversight and approval authority for purchase card activity of SWFSC cardholders and acts as a cardholder Approving Official.
- Reconciles purchase card activity and coordinates the monthly reports with budget personnel; authorizes the payment of invoices.
- Develop training for staff related to trend analysis of acquisitions year-to-year.
- Communicate orally and in writing with program team members, managers, contractors, and vendors.

The work of this position involves managing multiple assignments and conflicting priorities while maintaining good customer service and meeting various deadlines.

Knowledge, Skills, and Abilities (KSAs):

- Knowledge of Federal Acquisition Regulations (FAR) laws, policies, and procedures for acquisition;
- Ability to use computer programs for processing and evaluating execution of program funds;
- Ability to independently research, analyze, interpret and apply rules, regulations, and policies;
- Ability to initiate and oversee administrative actions;
- Ability to communicate in person and in writing with a variety of individuals, groups, and audiences;
- Skill in maintaining and using acquisition tracking systems to produce reports and to detect and resolve errors;
- Ability to achieve administrative or program objectives;
- Ability to identify problems, propose solutions, and defend recommendations

Qualifications: There is no positive education requirement for this position.

Specialized Experience Statement: Applicants must possess one full year of specialized experience equivalent in difficulty and responsibility to the next lower grade level in the Federal Service. Specialized experience is experience that has equipped the applicant with the particular competencies/knowledge, skills and abilities to successfully perform the duties of the position. Specialized Experience for this position includes experience in analyzing contracting and acquisitions operations; developing training topics pertaining to acquisition trends; facilitating the procurement of services, supplies, and equipment.

How to Apply: E-mail your resume with a cover letter which includes a statement of interest and a brief description of your qualifications as they relate to this reassignment opportunity notice to: Annette.R.Stern@noaa.gov.

NOTE: *Any PII information should be sent using DOC's approved Accellion Secure File Transfer program – found at <https://sft2.doc.gov/courier/web/1000@/wmLogin.html>
Do not send PII info to this email account

Additional Questions – Point of Contact:

Annette Stern

Management Analyst, OMI Division, SWFSC

Annette.R.Stern@noaa.gov

Phone: 858-546-7065